

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Friday, March 14, 2014 – 11:30 A.M.

100 West Keenan Street, Rhineland, Wisconsin

Members Present: Bix, Millan, Teichmiller

Member Absent: Ritchie (Excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 9:30 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Director; Dave Krug, ADRC-NW Board of Directors; Jessica Donek, social work student/intern; Heidi Brown, Oneida County Account Technician; Holly Steinman, ADRC-NW Disability Benefit Specialist.

Public Comment & Introductions: Introductions were made.

Approval of Agenda: Millan moved to approve the agenda with ten items; Bix seconded. All Ayes. Motion Carried.

Approval of the Minutes of the January 24, 2014 Executive/Personnel

Meeting: Bix moved to approve the minutes of the January 24, 2014 Executive/Personnel meeting; Teichmiller seconded. All Ayes. Motion Carried.

Employee Handbook: The Handbook was previously reviewed by the Committee Members. An Acknowledge & Signature page was added. Bix moved to recommend to the full Board of Directors that it approve the Employee Handbook as presented; Millan seconded. All Ayes. Motion Carried.

ADRC-NW Policies & Procedures: The final five policies and procedures have been submitted to and approved by the Office of Resource Center Development (ORCD). Millan moved to recommend to the full Board of Directors that it approve the following Policies & Procedures as presented: Marketing, Outreach, and Public Education Plan; Helping Customers Access Public Programs & Benefits; Prevention & Early Intervention Plan; Quality Assurance Plan, and the Unmet Needs. Teichmiller seconded. Two Ayes; One No. (Bix did not feel comfortable approving this item without having an opportunity to read it first.) Motion Carried.

Disability Benefit Specialist New Hire Rate of Pay & Probationary Period:

Holly Steinman has been hired as the new Disability Benefit Specialist working primarily in Taylor County. She will be working as a 0.6 part-time employee (24 hours per week). The interviewing committee approved a starting wage of \$17.50/hour and \$18.75/hour after a 90-day probationary period. During her probationary period, she will be completing the ORCD-sponsored training, working with the Disability Benefit Specialist currently working in Taylor County, going through the ADRC-NW orientation program, working on Time Reporting training, as well as going through the ORCD online training. Rideout recommended that her wage increase after the probationary period begin at the start of the next pay period. Bix moved to recommend that the full Board of Directors approve having the final wage start at the beginning of the pay period after the probationary period. Millan seconded. All Ayes. Motion Carried.

Future Agenda Items: These will be established as needed.

Set Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be at 11:00 A.M., on Thursday, April 24, 2014. It will be in Rhineland.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 11:45 A.M.

Handouts: Minutes of the January 24, 2014 Executive/Personnel Committee meeting; Marketing Outreach, Public Education Plan; Access to Public Programs & Benefits Plan; Prevention & Early Intervention Plan; Quality Assurance Plan; Unmet Needs Plan; Proposed Wage Information for Part-Time Disability Benefit Specialist.